

# Appendix C

Sample  
6-Year ACIP  
Preapplication Packet

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## **DIRECTIONS FOR PREAPPLICATION/ACIP SUBMITTAL**

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- ☐ Insure that all projects listed on your Preapplication/ACIP are on your Airport Layout Plan. **Note:** No capital improvement projects will be considered unless the sponsor has an approved Airport Layout Plan on file with DOAV. If your airport does not have an ALP, then this should be the first project on the Preapplication/ACIP form.
- ☐ Insure that all capital improvement projects conform to your ALP. **Note:** You can add a new project to your ACIP by revising your ALP. However, please have the change(s) approved by DOAV and the FAA (for NPIAS airports) before you submit the ACIP. (See the enclosed attachment regarding ALP revisions.)
- ☐ Use current year dollars for all project costs. Estimated Project Costs are acceptable, but should be as accurate as possible.
- ☐ We have enclosed your submittal from last year to insure consistency.
- ☐ Sponsors should include the following projects in their Preapplication/ACIP: (1) capital improvement; (2) planning and environmental; (3) facility maintenance; (4) promotion; (5) maintenance equipment; and (6) NAVAID.
- ☐ Provide a detailed narrative that includes justification for only current year capital improvement requests. Each project must have a project description and a justification why the project is needed.
- ☐ Include an airport sketch that shows the location of the project. Please code the sketch and narrative for clarification purposes (see example).
- ☐ Insure all environmental and permitting requirements have been satisfied. For example, if you are requesting a runway extension, include a copy of the State License Modification or the Federal Finding. Note in the project description that all environmental and permitting requirements have been satisfied.

SAMPLE PRE-APPLICATION  
For  
Anywhere Municipal Airport

1. Master Plan  
\$60,000
2. Land Purchase (Fee Simple) Runway 4 Approach  
\$50,000
3. Apron Expansion  
\$100,000
4. T-Hangar Site Prep/ Taxilanes  
\$75,000
5. Auto Parking Lot Expansion  
\$182,000
6. Renovate Rotating Beacon  
\$8,000

- ☐ Insure that procurement procedures for consultant services are according to state statutes.
- ☐ Send one copy of the: Preapplication/ACIP form; the program narrative; and sketch to the following individuals:
  - ☐ Manager, Airport Services Division
  - ☐ Your member of Virginia Aviation Board
  - ☐ Your Planning District Commission
  - ☐ Manager, FAA/Washington Airports District Office

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## ADDITIONAL REQUIREMENTS FOR AIP AIRPORTS

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Besides the above requirements, airports that are eligible for AIP funds should do the following.

- ☐ Consult with end users regarding the impact of the project (i.e., air carriers, FBO's, Air Charters, etc.).
- ☐ If land acquisition is involved, contact the FAA/WADO to determine requirements and potential cost impacts.
- ☐ Report DBE plan status to the FAA. Insure your goals for the upcoming year is approved by the FAA.
- ☐ Determine your record keeping and audit requirements.

## 6-YEAR AIRPORT CAPITAL IMPROVEMENT, MAINTENANCE, AND F&amp;E PROGRAMS PREAPPLICATION

AIRPORT NAME
ANYWHERE MUNICIPAL AIRPORT
SPONSOR NAME
ANYWHERE AIRPORT COMMISSION
ADDRESS
123 AIRPORT DRIVE
CITY
ZIP CODE
ANYWHERE, VIRGINIA
22222

\* THIS FORM OR FORMAT SHOULD BE USED TO SUBMIT ANNUAL 6 - YEAR ACIP's AND THEIR UPDATES.

SUBMITTED BY / DATE
EARL MOORE
TITLE
EXECUTIVE DIRECTOR
TELEPHONE
(123) 456-7890

I HEREBY CERTIFY THAT THE AIRPORT IS FREE AND CLEAR OF OBSTRUCTIONS TO NAVIGABLE AIRSPACE.

SIGNATURE

PROJECT DESCRIPTION	TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS
YEAR 1 ( CURRENT YEAR )					
MASTER PLAN	\$ 60,000.00	\$ 54,000.00	\$ 48,000.00	\$ 1,200.00	90/8/2 FEDERAL/STATE/LOCAL
YEAR 2					
LAND PURCHASE (FEE SIMPLE) R/W 4 APPROACH	\$ 50,000.00	\$ 45,000.00	\$ 4,000.00	\$ 1,000.00	90/8/2 FEDERAL/STATE/LOCAL
YEAR 3					
APRON EXPANSION	\$ 100,000.00	\$ 90,000.00	\$ 8,000.00	\$ 2,000.00	90/8/2 FEDERAL/STATE/LOCAL
YEAR 4					
T-HANGAR SITE PREP	\$ 75,000.00		\$ 60,000.00	\$ 15,000.00	80/20 STATE/LOCAL
YEAR 5					
AUTO PARKING	\$ 182,000.00		\$ 145,600.00	\$ 36,400.00	80/20 STATE/LOCAL
YEAR 6					
RENOVATE ROTATING BEACON	\$ 8,000.00		\$ 7,200.00	\$ 800.00	80/20 STATE/LOCAL